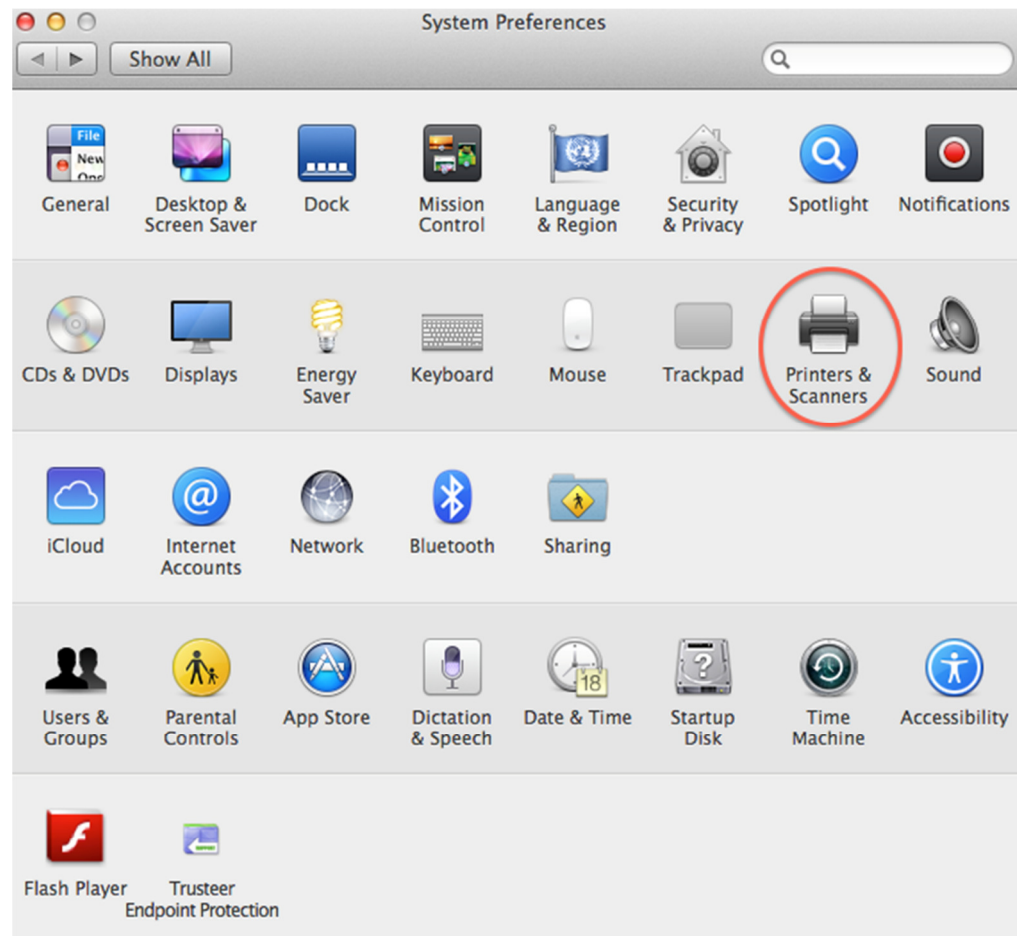
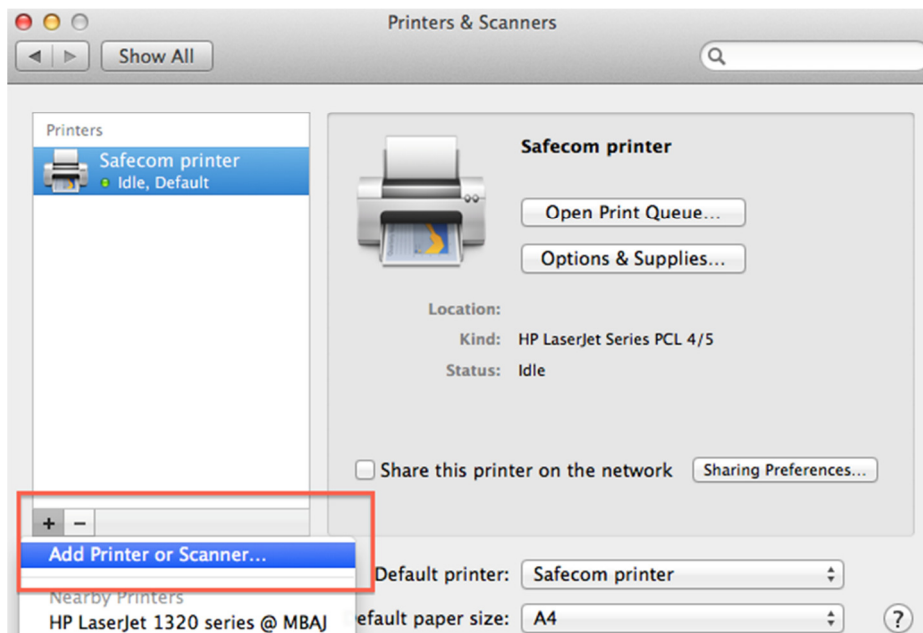


Printing Setup Instructions: Apple Mac OS X (v. 10.7.5 and later)

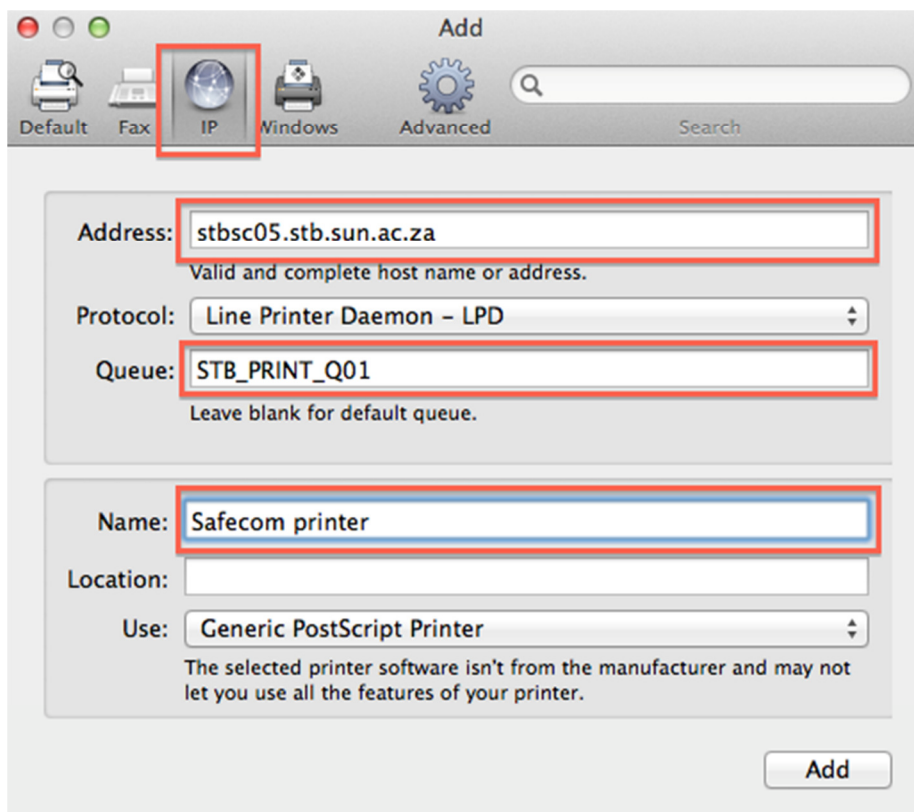
*Choose **Printers & Scanners** from the Menu*



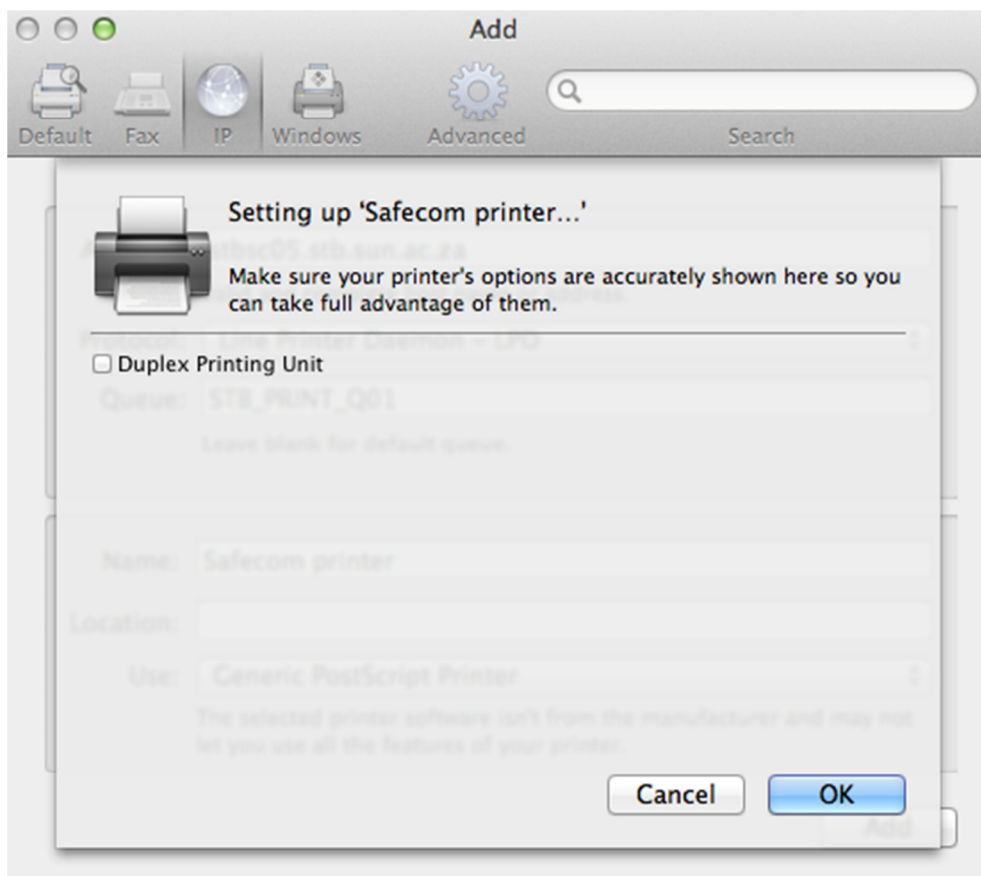
Click on the **+** sign at the bottom of the list of printers to Add a printer.



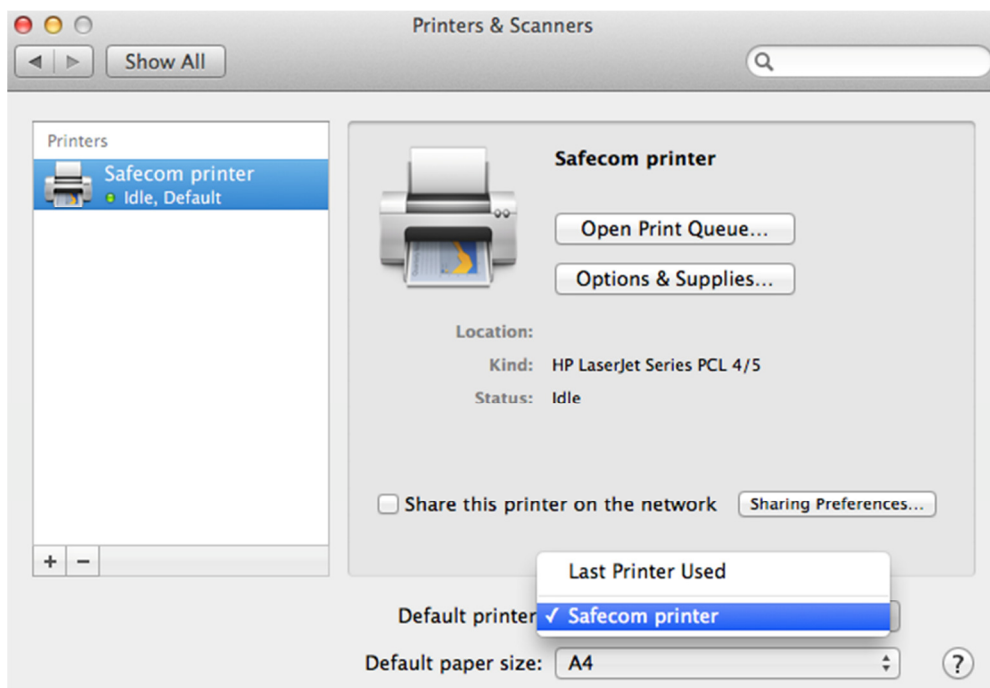
Select the **IP** option and complete the dialog screen as follows.



Click **Add** and wait for the printer to be setup...



Ensure that the Safecom printer queue you have added is set to be the default printer on your Apple Mac.



Print one page as test to verify your printer configuration setup.

*When prompted for a Name and Password be sure to select “Registered User” and please enter **STB\studentnumber** (e.g. stb\12345678) as Name, and your SU campus password (e.g. MyMaties password).*



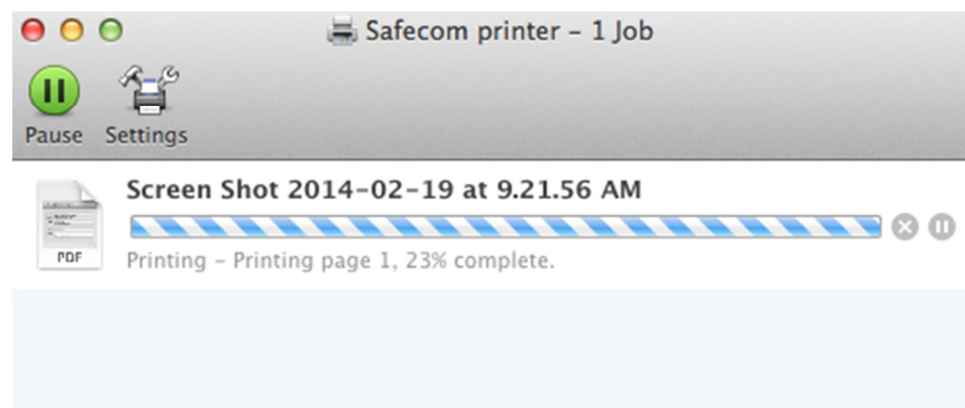
The screenshot shows a macOS-style dialog box titled "Enter your name and password for the printer 'Safecom printer'". It features a printer icon on the left. The "Connect as:" section has two radio buttons: "Registered User" (selected) and "Using an Apple ID". Below this, the "Name:" field contains "STB\12345678" and the "Password:" field is filled with dots. A checkbox labeled "Remember this password in my keychain" is unchecked. At the bottom are "Cancel" and "OK" buttons. A red arrow points from the "Registered User" radio button to a text box on the right.

Choose: **Registered User**.

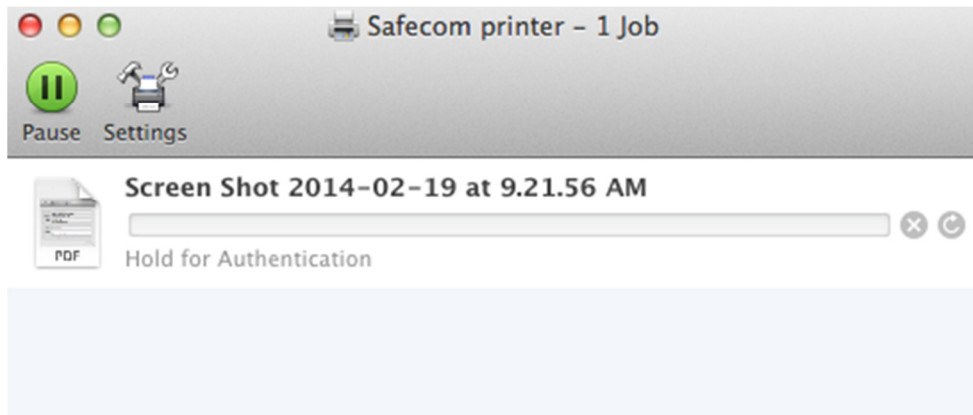
Thereafter, enter **stb\studentnumber** and your SU campus **password** again for successful connection to SecurePrint server.

DO NOT tick 'Remember this password in my keychain' because you will not be able to connect to the Print server when your SU campus password changes

*Click **OK** to submit the print job to the Safecom print system.*

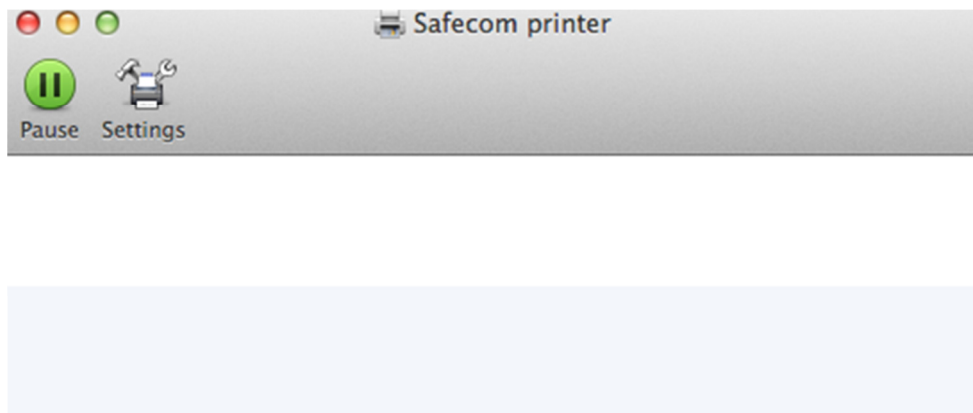


If you neglected to add the **STB** campus designation before your student number, then your print job will be put on hold pending proper authentication.



Delete the print job (follow the steps on Page 6) and resubmit with the campus designation prefixed to your student number.

The job will then be submitted successfully.



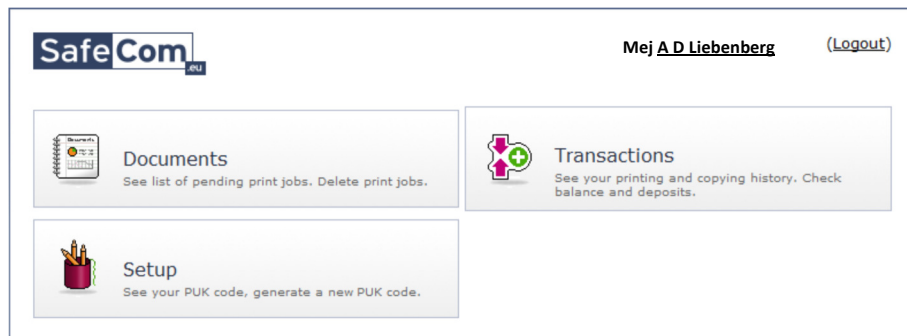
Open your browser and go to the Safecom SecurePrint Server URL:

<http://rgaprint.stb.sun.ac.za/safecom/>

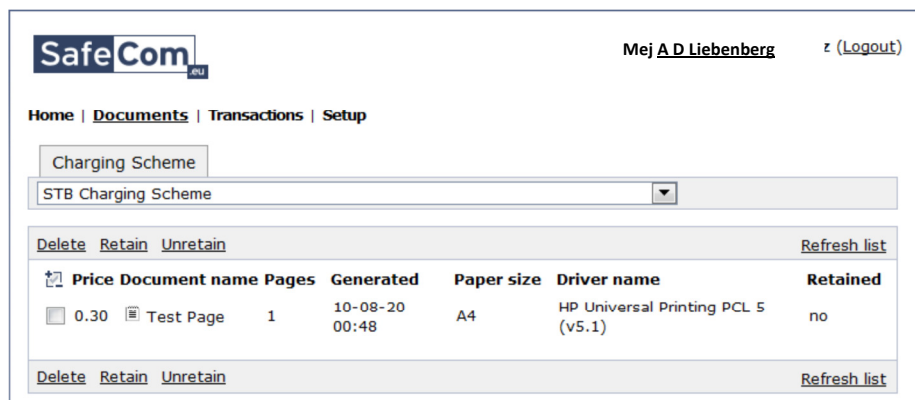
Log on with your student number and password.

Click on **Documents** to see a list of your pending print jobs:

Click on **Documents** to see a list of your pending print jobs:



You should see your test page listed. From this screen you can manage, **View** or **Delete**, your print jobs.



Congratulations, you have successfully set up SafeCom printing on your computer.

You may now release the print job at a campus Safecom printer by the swipe of your student card.